

11 October 1985

MEMORANDUM FOR: Members OTE Curriculum Committee

FROM:

Assistant Director for Curriculum

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SUBJECT: Minutes of Curriculum Committee Meeting
10 October 1985

1. The Curriculum Committee met on 10 October to assess requirements and resource plans for FY 1986 and to approve Media Production and CBT priorities for FY 1986.

2. The Curriculum Committee reviewed proposed training programs and resources for the remaining divisions within the Office of Training and Education. The review resulted in the following:

a. Information Systems Training Division.

--New Courses Under Development. In Category one, ISTD has proposed these new courses: Wang Word Processing for CTs, Introduction to PC Training, Safe2, and Wang Word Processing/CRAFT for support to WOTS (this support will probably require a Systems Administrator and Word Processing Instructor located at Arlington Hall), AIM, Fundamentals of VM and Script retain for Category one priority. ISTD is looking into alternative ways of delivery for these courses, i.e., multi-media in a self-study environment. Category two new courses proposed are BARS, Graphics, IDMS (a new data-base system to replace GIMS), Advanced PC training, REX, Tele-communications/Wang. These courses are placed in Category two primarily because they are contingent upon the development of such systems within various Agency components. ISTD is also looking for alternative ways of delivery.

--Deletions. Eight courses are placed in the Category three priority which essentially translates into high probability that they will be deleted from the ISTD curriculum. They are: EXEC-2, PL-1 (CBT course is available and will be placed in the Self-Study center), NBI Word Processing (low demand and may disappear this fiscal year), Introduction to ADP (under review with the prospect of developing a self-study approach to delivery), RAMIS I and RAMIS II (available on CBT and may be made available in the Self-Study Center), Writing JCL (CBT delivery in Self-Study Center) and the Survey Course (already dropped from the curriculum).

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--Backlogs. Chief, Information Systems Training Division reported that where there are significant backlogs these are soft requirements, i.e., they may disappear when students are asked to provide evidence that they are qualified to attend the backlog courses.

--Resources. ISTD has a need for 13 instructors, but with the cut [] they currently only have nine. They may experience some difficulty in meeting the full curriculum deadlines but are optimistic that this year at least few courses will have to be cancelled. The number of training assistants required and available are on target. C/ISTD indicated that he is making a major effort to find alternative ways to deliver his programs of instruction. He is concerned about the amount of instructor time it takes to develop alternative systems. His estimate is that one man year is required for such development.

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--The Curriculum Committee agreed that ISTD should arrange to brief the STOs concerning the proposed changes in its method of delivering courses.

b. Language Training Division.

--Language Training Division proposed the continuation of [] programs. These will be the major costs outside of personnel costs for the Language Training Division. Language School was advised to continue these. No new courses were identified or reviewed for deletion.

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c. Career Trainee Division.

--The representative from CTD reported that the CTDC has recently been reviewed. As a result of that review the CTDC has been reduced in length by two weeks.

--Review. The CTD will look at alternative ways to deliver the Spouses Orientation Course. It is believed that CT Spouses need some information but it is not practical to deliver this training in a five-day course. After this review is conducted, the Curriculum Committee will look again at deleting this course from the curriculum. Following a discussion of the DO reports segment done in CTDC, it was agreed that there is a need to integrate the reports writing function into WOTS. CTD will retain the slot and seek to fill it with a DO officer but WOTS ought to pick up the function.

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--Additions. None.

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e. Management Administrative Training Division/
Secretarial Training.

Since secretarial training is current responding to a major new Agency initiative to upgrade training for secretaries, it was generally agreed that this program must be responsive to that initiative. Three new courses were identified in this initiative which are under development. They are: Office Protocol, Grammar Review, and Intelligence Issues. MATD intends to drop the following courses: Reentering the Work Force, Working in CIA, Personal Transitions, Supervisor and Secretary as a Management Team, and Telephone Techniques. C/MATD wants to review the entire administrative training effort in FY 1986 and has asked this be placed under Curriculum Committee review for October 1986. C/MATD also reported that two new courses are under development -- an Agency_wide procurement course and a budget course.

f. Communications Training Branch. Courses identified for review: Grammar Review (there is a good likelihood that that course can be taught through CBT).

Deletions. None.

Courses for Review. C/MATD, in conjunction with C/IT, will examine the entire writing effort of both divisions.

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g. Management Training Branch. This entire curriculum is currently under review. MTB is conducting a skills needs survey and a course evaluation. A report is due in February to the Curriculum Committee with a paper to the ADD Steering Committee making recommendations regarding changes in the MTB curriculum. EEO training is also under review. This review is being accomplished in conjunction with the D/EEO. Recommendations will be made to the Curriculum Committee shortly thereafter.

3. The Curriculum Committee finalized Media Production's priority schedule for the next six months. A copy of this final priority list is attached.

4. C/CBT developed a priority list with curriculum committee for the CBT effort during FY 1986. The priorities are established in rank order as follows: [redacted]
[redacted], Safe Upgrade, Survival Spanish, Grammar Review, Proofreading, Writing for the DI, [redacted]
[redacted] Financial Systems/Field Administration, Operational Records, Introduction to CIA.

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5. C/CBT provided cost estimates for CBT development projects (copy attached). He advised that given his budget, the ability of his branch to develop all courseware in FY 1986 is not feasible. He will purchase approximately 375K worth of hardware. Finally, he advised that he wants to receive approval from the Curriculum Committee to develop a C of C Learning Center. He will present the proposal in detail during the 16 October session.

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Attachments

S E C R E T

26 September 1985

MEMORANDUM FOR:


Assistant Director for Curriculum

FROM:


Chief, Media Production Branch

SUBJECT:

19867 Video Production List (January-June)

The following is the 1986 Video Production List
(January-June) as determined by the OTE Curriculum Committee on
26 September:

- CID - "Personal Meeting" (*work up date*)
- LS - "SURS" Videodisc project (*on going*)
- ISTD - "WANG-WANG", or WANG-VM Overview and Connection
(TELECOMM) (*Nov.*)
"Introduction to PC-Mainframe Line" (*Start Jan*)
"SAFE" (*Feb*)
"PASSWORD SECURITY" (*Oct -*)
- MATD - "Just Plain English" (~~*with*~~) *Nearing Completion*
- IT - "Insurgency"
"Harvard Problem" (*Next two weeks*)
"Overview of Military Analysis in CIA"
- DOTE - "OTE Briefing Tape"

S E C R E T

9 October 1985

MEMORANDUM FOR: OTE Curriculum Committee

FROM: C/CBTG

SUBJECT: Estimated Budget Summary for CBTG Major
Projects, Fiscal Years 1986-88

Priority CBT Development Projects (as of 10/85)

<u>Course Name</u>	<u>Budget estimate</u>	
[REDACTED]		25X1
SAFE transition	ISTD budget	
Spanish course (finish TICCIT)	150	
[REDACTED]		25X1
Financial Records	100	
Writing for the DI	200	
TOTAL COURSEWARE ESTIMATE	\$850	

ESTIMATED BUDGET BY FISCAL YEAR, FY'86-88

<u>Item</u>	<u>Budget estimate</u>	
FISCAL YEAR 1986		
Authoring system (incl. VAX 750)	\$150	
Interactive video CBT lab at OTE	225	25X1
[REDACTED]		
HARDWARE SUBTOTAL	\$375	
SOFTWARE BUDGET (from above)	375	
<u>CBT TOTAL BUDGET, FY'86</u>	<u>\$750</u>	

FISCAL YEAR 1987		
Interactive video CBT labs at HQTRS	\$300	
[REDACTED]		25X1
HARDWARE SUBTOTAL	\$300	
SOFTWARE BUDGET (from above)	450	
<u>CBT TOTAL BUDGET, FY'87</u>	<u>\$750</u>	

FISCAL YEAR 1988		
Equipment upgrade, expansion, maintenance	\$150	
HARDWARE SUBTOTAL	\$150	
SOFTWARE BUDGET (from above)	600	
<u>CBT TOTAL BUDGET, FY'88</u>	<u>\$750</u>	

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